



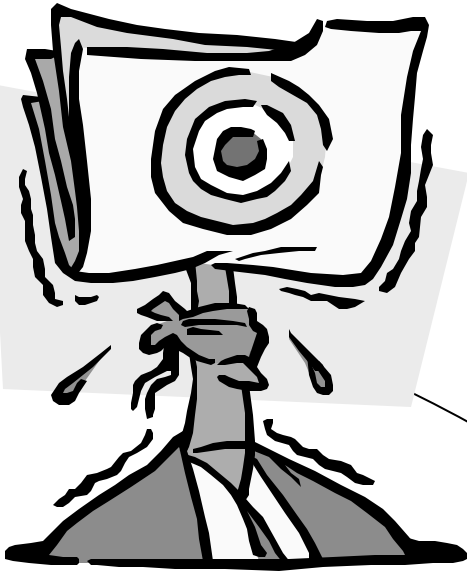
**Healthy Community Access Program
Grantee Meeting
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*In God we trust.
All others must bring data!*

- Edward Deming

If your data collection methods are sound and comprehensive, the 6-month report is easy (albeit time consuming)

The Basics:

- What data need to be collected?
- On whom?
 - Don't forget the collaborative itself!
- About what?
- Why? For what purpose?
 - Hopefully more than the 6-month report!
- Using what collection tool(s)?
- Who's responsible for collecting, analyzing, reporting which pieces?

Data Collection Tips:

- Involve a professional evaluator EARLY!
- Have sound baseline data.
- Document the decision-making process on what data will be collected, how, why, when and by whom.
- Assign responsibility for data collection and get staff the resources needed to carry out the job!
- Don't reinvent the wheel with data collection tools – check with “older” grantees before buying or creating something.



More Data Collection Tips

- Involve front-line staff in data collection decision-making – they know more about the management!
- Make it easy for collaborative members and subcontractors to report their data to you, you'll never get it! (No matter how many MOU's they've signed.)

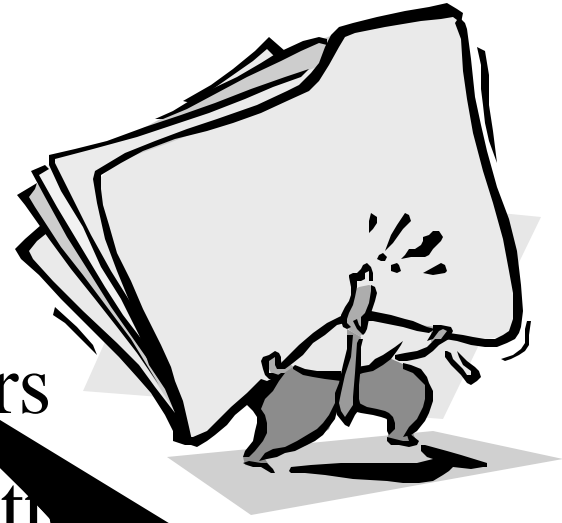
Tools We Use

- Access database for customer contact, tracking:
 - Demographics
 - Socio-economics
 - Needs (insurance, Rx, transportation...
 - Screening status
 - Referral
 - Enrollment (through a follow up process).
- Access database for collaborative members
- RxAssist database
- Meeting minutes
- Collect anecdotes



Rural Health Reporting

- Monthly report to Board of Directors
- Periodic reports to Steering Committee
- and work groups
- Press releases to community at large
- Annual report
- Quarterly reports to New York State, DOH
- Fact Sheets to policymakers and legislators
- Semi-annual HRSA report



6-Month Report



- Take HRSA's suggestions!
- Write narratives in Word, then cut/paste into report.
- Don't leave it until the last day! (natural disasters only occur the day something major is due!)
- It's time-consuming but not difficult – if your data collection methods are sound!
- The first time is always the worst!